



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Cheryl Dinolfo  
County Executive

Brayton McK. Connard, SPHR  
Director

**TITLE:** MEDICAL INVESTIGATOR, PART-TIME (Provisional\* Appointment)  
**SALARY:** \$13.75 per hour  
**LOCATION:** Monroe County Department of Public Health - Medical Examiner's Office

### **JOB SUMMARY:**

This is an entry level position in the Medical Examiner's Office responsible for investigating the causes of sudden or unexpected death occurring within the County. Duties involve body removals, preparing bodies for post mortem examination, assisting in performing autopsies, and conferring with physicians, attorneys and police investigators as a general part of the investigation. Medical Investigators receive training from staff to enable them to make on-the-scene medical/legal decisions. The employee reports directly to, and works under the general supervision of, the Senior Medical Investigator or other higher-level staff member, and works varied shifts. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Two (2) years paid full-time or it's part-time or volunteer\*\* equivalent experience in forensic medical-legal investigations, forensic laboratory work, or processing human remains; OR
- (B) Three (3) years paid full-time or its part-time or volunteer\*\* equivalent experience in the professional or paraprofessional\*\*\* medical field such as nursing, providing radiological, ambulance or emergency medical services, administering dialysis treatments, assisting physicians, laboratory work involving medical laboratory duties, or related work; OR,
- (C) Successful completion of sixty (60) semester credit hours from a regionally accredited or New York State registered college or university, with a minimum of nine (9) semester credit hours in biomedical studies, criminal justice, police science, funeral service, mortuary science, nursing, forensic science, life sciences\*\*\*\* or a closely related field; OR,
- (D) Graduation from a regionally accredited or New York State approved School of Practical Nursing or Registered School of Nursing; OR,
- (E) An equivalent combination of education and experience as defined by the limits of (A), (B), (C) and (D) above.

**\*\*Volunteer** experience must be documented by the participating agency. Employment dates, average of hours worked per week, and job duties must be included and signed by the appointing authority. Documentation must be included with your application.

**\*\*\*Professional or paraprofessional** medical work, for the purpose of these minimum qualifications, does not involve clerical, secretarial or related work, or medical work involving animals.

\*\*\*\***Life sciences**, for the purpose of these minimum qualifications, includes fields of science that involve the scientific study of living organisms such as micro-organisms, plants, animals, and human beings. Life sciences includes, but is not limited to, Biochemistry, Bioengineering, Biology, Botany, Ecology, Environmental Science, Medicine, Nursing, Pharmacology, and Plant Sciences.

**SPECIAL REQUIREMENTS:**

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

**APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

MONROE COUNTY DEPARTMENT OF PUBLIC HEALTH  
111 WESTFALL ROAD - HUMAN RESOURCES, RM: 752B  
ROCHESTER, NY 14620

**Posting Date:** October 18, 2016

**Posting Deadline:** November 1, 2016

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.